



# Technical Requirements

[Please, share with your A/V Team prior to the event]

## **TECHNICAL REHEARSAL**

Sylvie requests a technical rehearsal the day/evening before the program in order to test the equipment.

## **PRESENTATION DEVICE**

Sylvie will bring my own presentation device, which is an Apple MacBook Air. She can NOT use your device to present. She is prepared to connect her Macbook via VGA or HDMI.

## **PRESENTATION SCREEN**

Screen appropriate in size to the room and audience size.

## **ROOM SETUP**

No specific requirements, as long as Sylvie is able to interact with the participants, who should be able to walk around during her program.

## **MICROPHONE**

Sylvie prefers a wireless lavalier microphone, or a cordless headset microphone (please no hand microphones or lectern.)

## **SOUND**

Sylvie will show videos during her presentation, which requires a sound system and speakers in the room. An audio out line from Sylvie's MacBook is required.

## **VIDEO**

Sylvie grants permission to professionally videotape the event, however you'll have to provide a copy of the video after the event. Full house light for the room is recommended.

## **INTERNET ACCESS**

Access to Internet is important for her since participants will interact with her via their phones. (Participants only need regular mobile reception.)

## **MOBILE INTEGRATION**

Please, make sure that the URL [www.people-packaging.com](http://www.people-packaging.com) is accessible without any restrictions. Participants will use this URL on their mobile devices during the program.

## **ANY QUESTIONS LEFT?**

Please, always reach out to me!

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 **say-hi@executive-image-consulting.com**

 **HAVE TO SNAIL MAIL ANYTHING TO SYLVIE?**

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